



THE U.S.-MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI)

International Travel

It is the recipient's responsibility to be in compliance with the Fly America Act (49 U.S.C. 40118), and the recipient should have an internal travel policy that complies with the Act. An explanation of US Government travel requirements can be found on the GSA website, [here](#).

In accordance with the award's Terms and Conditions, and compliance with the Fly America Act, the Grants Officer **must** approve airfare other than coach or economy class or any use of a foreign, not U.S. flag, air carrier. Approval of international travel can occur either at the time of signing the award, or on a case-by-case basis if not specified in the approved budget. Travel accommodations are expected to be made in standard commercial, coach or equivalent, class.

Additionally, all lodging, meals, and incidental rates charged to the grant cannot exceed the approved U.S. Government domestic and foreign per diem rates published on the following websites:

Domestic per diem rates: <http://www.gsa.gov/portal/category/21287>

Foreign per diem rates: http://aoprals.state.gov/web920/per_diem.asp.

It is important for all grantees to be Fly America Act compliant. MEPI will not finance or approve travel that does not conform to the Fly America standards. Additional information pertaining to the Fly America Act can be found at: <http://www.gsa.gov/portal/content/103191> and <http://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter301p010.html/category/21868/>

Requests to purchase airfare other than coach or economy class must be submitted in writing with supporting documentation to the Grants Officer as early as possible, but no later than **ten business days** prior to travel. MEPI reserves the right to deny any request to purchase airfare other than coach or economy class airfare that is not sufficiently documented and justified.

International Travel Specified in the Approved Budget

International travel specifically listed in the budget at the time of signing the grant is considered approved. However, each trip in the approved budget must be specifically notified to MEPI **at least five business days** before travel commences. MEPI requires travel notifications from all grantees to ensure effective fiscal and programmatic oversight across all programs.

The Grants Officer (GO) will review all travel notifications received from the grantee with the Project Officer (PO) and Grants Management Specialist (GMS) assigned to your award. *The notification should include the name of travelers; origin and departure locations; number of days; a brief description of the trip's purpose and the travel costs.*

International Travel not Specified in the Approved Budget

MEPI recognizes that unforeseen situations may arise during the implementation of a grant that may require international travel not specified in the approved budget. All travel not in the approved budget must be approved by the Grants Officer prior to the incursion of any costs.

Requests for travel approval for trips not included in the approved budget should be sent to the GO, PO, and GMS in writing via email **at least two weeks** in advance of the anticipated date of departure. The Grants Officer will authorize international travel via email once all questions or issues have been resolved. *The notification should include the name of travelers; origin and departure locations; number of days; a brief description of the trip's purpose and the travel costs; a reference to where trip's costs are covered in the approved budget; a cost breakdown including airfare, lodging, meals and incidentals.*